

<b>DIVISION OF MINES</b>	<b>CHAPTER: V Investigations</b>
<b>PROCEDURES MANUAL</b>	
	<b>PROCEDURE NO: 1.05.04</b>
	<b>ISSUE DATE: January 1, 1997</b>
<b>SUBJECT: Serious Personal Injury</b>	<b>LAST REVISED: 10/00</b>

## **OBJECTIVE AND INTENT**

To provide procedures for conducting an investigation of all reported serious personal injuries in order to safely determine the causes of the incident and to address preventive measures to control reoccurrence.

## **PROCEDURE**

### **1. ARRIVAL AT MINE SITE**

- An Order of Closure may be issued under Section 45.1-161.91 A.(ii) as may be necessary to preserve the scene of such accident during the investigation of the accident.
- Ensure that the incident site is made safe and/or properly dangered off.
- Ensure that proper communications have been established.
- Schedule a formal investigation which involves all necessary parties.

### **2. INVESTIGATION DATA COLLECTION**

- Investigate accident scene and question witnesses and management to obtain details pertaining to the cause of the incident.
- Review available mine records relative to the incident.
- Interview all witnesses and other personnel, including the injured person(s), with knowledge of the accident.
- Update the appropriate supervisor prior to the end of the normal working day with current status of investigation.
- Issue appropriate Notices of Violation and Order of Closure as the situation may necessitate.

### 3. DETAIL REPORT OF INVESTIGATION

- A report will be prepared after the investigation is completed by the Inspector or Specialist. The complete report will render circumstances/cause of the incident and contain recommendations for the prevention of similar incidents. DM personnel will provide a copy of the certificate of inspection to the mine operator or his agent, one copy to the employees.

